5.   ENVIRONMENTAL IMPACT STATEMENT MANAGEMENT PROCESS

It is SC's goal to prepare EISs that assist in planning and decision making, focus on the issues ripe for decision making, and meet DOE's standards for quality and adequacy. These EISs will be as brief and concise as possible, and will be written in plain language and use appropriate graphics so that decision makers and the public can readily understand them, as recommended by CEQ (40 CFR 1502.8).

The EIS document management process at SC HQ will consist of the management and supervision of all of the process elements related to EISs under the purview of SC HQ. The roles and responsibilities of the managers and staff involved with the SC HQ EIS process will be as specified in Chapter 4 above of this QA Plan. This process will utilize all of the infrastructure and QA elements necessary to assure timeliness and quality of the documentation in support of quality decision-making by SC. This EIS document management process will be implemented as early as possible in the project or program planning cycle by the NDM. This process will consist of the following elements:

- Notice of Intent to Prepare an EIS;

- Internal Scoping

- Public scoping process;

- Draft EIS preparation,

- Public Comment period,

- Incorporation of public comments and revision of the draft EIS,

- Issuance of the Final EIS,

- Issuance of the Record of Decision and

- Preparation and use of a mitigation action plan, when appropriate.

This process also will apply to the adoption by DOE of another federal agency's EIS when that is appropriate. The steps and milestones in the EIS document management process that should be followed are summarized in Chapter 6.